

## **SECOND CHANCE THRIFT STORE BACK ROOM ASSISTANT JOB DESCRIPTION**

The Lynden Christian School Second Chance Backroom Assistant is directly responsible to the Backroom Manager for the performance of assigned duties. Duties are to be performed in accordance with the policies and regulations developed by the Second Chance Advisory Board.

### **QUALIFICATIONS**

- Committed Christian
- Committed to Christian Education in General, and LCS in particular.
- Skilled in meeting and communicating well with people.
- Ability to work aggressively and independently in a fast paced environment..
- Able to make decisions with minimum of supervision.
- Strong organizational skills.

### **CONDITIONS OF EMPLOYMENT**

1. Start Date: As soon as possible
2. Hourly Rate: \$15.74
3. Benefits: This position does qualify for healthcare benefits, retirement benefits, and sick leave.

### **DUTIES**

#### **1. GENERAL**

- Sort incoming donations into appropriate departments
- Be available to sort/tag/price in all departments
- Keep backroom tidy and functional and ready for volunteers
- Assist in storage of theme and seasonal merchandise
- Assist in training volunteers when needed
- Must be able to lift 50 pounds.

#### **2. CUSTOMER SERVICE**

- Friendly disposition with strong interpersonal skills.
- Be present and/or available during donation hours to respond to customer and/or volunteer concerns or other issues
- Greet donors and assess incoming donations
- Educate customers on our donation policies

#### **3. STORE POLICY**

- Follow all store policies fairly.
- Any special requests must go through your manager.

#### **4. OTHER DUTIES**

- Other duties as assigned.

### **HOURS**

At a minimum, the Second Chance Backroom Assistant must be present and/or available at the thrift store during donation hours. Work is expected to be 30 hours a week or 1,560 hour/year.

